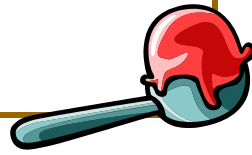


THE COUNTY SCOOP



Gallatin County

November 12, 2010

Thankful for working for Gallatin County!

Inside this issue:

Every job has its ups and downs. Every job is that—a job, something one has to do in order to enjoy the “profit” of a paycheck and have the means to pay the bills and live life in relative comfort. However, some jobs are not JUST a job and some employers are not JUST that, but more. Gallatin County is a great employer. While we may not be completely happy with the position we hold 100% of the time, if we stop and take a moment to look at the whole picture of working for Gallatin County, I think we’ll all find that the benefits of doing so far outweigh the negatives that come along with any employment situation. In today’s economy, the majority of County employees have a level of security in their jobs that most in the private sector don’t. While no position can ever be given a promise of 100% security, the majority of us feel that our current livelihood is not at risk and the need remains for the services we provide. Not only are our positions relatively secure, county-wide most positions saw an increase in salary of 2% this year and our salaries remain competitive in today’s job market. In addition to our salaries and over-all good working conditions, as county government employees we enjoy many other benefits. So take a moment to remind yourself of those—maybe you’ll even learn of a few you weren’t aware of—and remember to be thankful, especially this time of year, for our employer!

Annual Leave—Vacation (10 hours earned a month, more after 10 years of service); Sick (8 hours earned a month).

Health Insurance—No monthly premium charged for full-time employees (pro-rated payment for employees working 20-39 hours)—(Discount plan) \$543 paid by the County; \$35/mo. for one child/\$45/mo. for two children. Low deductible—\$300 individual/\$600 family. The insurance includes awesome preventative care, often that doesn’t require payment of the deductible, and includes vision and dental insurance as well, which many plans do not.

Optional Supplemental Policies—Now available, additional policies through UNUM such as Critical Illness, Accidental Insurance, additional Life Insurance, etc.

Life Insurance—County employees who are enrolled in the County’s Health Insurance plan automatically have a \$20,000 Life Insurance Policy (employee only).

PERS Retirement—The County contributes 7.07% of each employees gross pay (monthly) toward their retirement—employees contribute 6.9%.

Paid Holidays—11 paid holidays every even numbered year and 10 paid holidays in the odd numbered years.

State Rate Discount—In-state and many out-of-state motels and hotels offer a discounted “state rate” discount to government employees whether their stay is personal or work related. Ask upon making a reservation and make sure that your card hasn’t expired before you travel.

Employee Assistance Program—A variety of services including confidential counseling, legal and financial services, maternity services, and 24-hour toll-free access to crisis counselors—call 1-800-854-1446. Many of these services are offered at free or reduced rates to employees.

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Discounted Cell Phone Plans—Alltel, Cellular One, Sprint/Nextel and Verizon all offer discounted personal cell phone plans. See the Gallatin County Employee Website @ [http://gccfs00/ Resources](http://gccfs00/Resources) page for further details.

Discounted Computers and Computer Products—Apple, Dell Computers, and Hewlett Packard offer discounts for State and Local Government Employees. See the Gallatin County Employee Website @ [http://gccfs00/ Resources](http://gccfs00/Resources) page for further details.

Birth Certificates—Birth certificates for employees and their family members, born in Montana, are free through the Clerk and Recorder's Office with appropriate documentation and identification.

Insurance—Western States Insurance offers personal home and auto insurance discounts to County employees through a group rate plan. Call 586-3351 for further information.

Notary Services—Notary Services are available free of charge to County employees at the County Treasurer's Office, located in Room 103 of the Courthouse or the Commission Office, located in Room 306 of the Courthouse.

AND DON'T FORGET—Free Health Fair including Free Comprehensive Blood Work, Free Flu Shots, Reduced Price Gym Memberships, and Reduced Price Ski Tickets and Season Passes to area ski resorts!

Wishing all employees and their families a Happy Thanksgiving.

Thank you for your hard work, dedication and efforts on the behalf of Gallatin County.

WELCOMES AND FAREWELLS

Welcome

Cindy Ostrowski, Scott Remington, Mary Vanderby, Shannon Foley

Farewell

Christopher Asplund, Sophia Gable, Kamala Hale, Janice Masters, Charles McKennan,

Christina Skarka, George-Force Tolar, Amy Waring

HOLIDAY BAZAAR at the GALLATIN REST HOME

The Gallatin Rest Home Auxiliary is busy getting ready for our Holiday Bazaar. We are very much in need of crafts, holiday related gift items, and yummy baked goods. The Bazaar will be Friday Dec 3rd from 8:30 am to 4:00 pm and Saturday Dec 4th from 9:00am to 2:00pm. For more information, call 582-3311 and ask for Billie or Susan.

EMPLOYEE of the MONTH

NOVEMBER

Congratulations to Barbara Rainey, Program Coordinator for Money Management and Justice Council and Administrative Assistant in the Court Services Department on being selected as November's Employee of the Month. Barbara has worked for Gallatin County since 1999, first as a clerk in Justice Court for five years and then in Court Services since 2004 in her current capacity.

When asked what she likes most about her job Barbara explained that she likes working with offenders who are trying to make positive changes in their lives. "It is inspiring to see how some individuals can make remarkable progress from the beginning to the end of their Money Management training or their Justice Council sessions. Some leave the programs ready to be good examples for others in their lives. I always look forward to hearing from participants later to celebrate the positive seeds they have sown for themselves."

Barbara explained that her favorite thing about working for Gallatin County is making new friends in other departments and enjoying the fun events that HR plans. She noted that "Gallatin County is generally a warm, caring community of people who are truly interested in helping and supporting one another."

Before coming to Gallatin County Barbara primarily worked with attorneys in Bozeman, Red Lodge and Minneapolis in various capacities. In her free time she writes children's books (yet published) and read, read, read—on the balcony in the summer and by the fire in the winter. She loves to walk the dogs on sunny spring mornings before work and colorful autumn evenings after work. She loves cooking for family celebrations and holidays "because everyone remembers the food and conversation around the dinner table forever!"

Barbara has been married to Hal for 35 years and together they have three grown children, Ben and Luke who live and work in Bozeman and Carly who lives in sunny Florida. They love to travel to warm places and camp in the mountains. But the "real" loves in Barbara's life, for anyone who knows her, are the PETS! "Our daughter says that we have more photos of our two pugs (Nelson and Rosie) and three cats (Radar, Shevandah and Sozo) than we have family photos! What can I say? The little rugrats are entertaining, photogenic and don't mind the camera flash! And they will never leave home..."

A HUGE THANK YOU to Barbara for her genuine dedication and service to Gallatin County and those she works with day in and out. The exceptional service that she provides is an example to all—both clients and co-workers. Congratulations!!

Greater Gallatin United Way and Montana Shares

Gallatin County employees have been partners by giving and volunteering through Greater Gallatin United Way and Montana Shares for many years. Gallatin County is no longer offering payroll deduction as a giving option for their employees. However, that does not mean you cannot GIVE. Your donation is still needed. Support the causes you care about through an online gift. It is very easy and environmentally friendly. Visit Montana Shares at www.montanashares.org or Greater Gallatin United Way at www.greatergallatinunitedway.org now to make your donation. Thank you!



CLASSIFIED ADS

FOR SALE: Whirlpool Quiet Partner II—has been used for 6 months, in complete working order. \$250 OBO

FOR SALE: Kenmore small upright freezer (picture), in complete working order. \$200 OBO

If interested, or having questions, contact Melissa at 580-2267



MAIL ROOM ETIQUETTE

Do you use certified mail in the course of your County business? If so, we have a request. There are two parts to certified mail—the Domestic Return Receipt (light green, peel-off sticky strips on each end) and the Certified Mail Receipt. The Certified Mail Receipt has two parts—the bar code portion that is attached to the item to be mailed and the actual receipt portion. Many folks fill out the Domestic Return Receipt and attach it, along with the bar code portion of the Certified Mail Receipt, and do not complete the Receipt portion. There is a box in each mailroom that serves as a receptacle for the receipts that the USPS and/or Executive Services returns after processing the Certified Mail. If the Department does not fill out the receipt portion or does not do so legibly, it makes it difficult for those that are in search of their appropriate filled out receipts to retrieve them without a lot of hassle. PLEASE, at a minimum, place your Department Name legibly on the receipt portion of the Certified Mail Receipt when preparing Certified Mail. This receipt is important as the mailing venue will indicate when the mail was processed and this can be used for legal purposes of assuring notification when necessary. Thank you for taking the time to do this process correctly and make things more efficient for others in the process. Thank you!

SLIPS, TRIPS and FALLS

Slips, trips and falls don't impress us as one of the big work place hazards but they account for 19% of all disabling work injuries. Six hundred deaths and 300,000 disabling injuries are directly attributed to slipping, tripping and falling each year. These accidents are preventable by following proper safety practices.

Some of the most common causes of falls are:

- Slippery or uneven surfaces
- Cords and air lines stretched across walkways
- Improper use of ladders
- Improper work shoes for the job
- Poor lighting
- Jumping from high places

Awareness and safe work procedures can keep you from falling. Taking "shortcuts" to do the job "faster" will get you hurt, the job will take longer and be more expensive.

Awareness and your actions are the key to counteract slip hazards. Be aware of the possibility of slipping and either correct the hazard, flag the area, advise others and avoid the area altogether if possible. If it's not possible to avoid the hazard, a heightened level of awareness is necessary. Some surfaces are much more slippery than others. Water, mud, grease or ice can create a slip hazard that is dangerous. Some wet surfaces cannot be avoided. Use mats or rugs when traveling from the wet areas to dry work areas.

Improper footwear can increase the chances of slip and falls. Smooth leather soles or boots with worn out, smooth bottoms can be hazardous. No employer wants to dictate what kind of footwear his employees use, but one slip and fall can cost him thousands in increased workers comp fees in the years to come.

Tripping is caused by blocked walkways, improperly stored materials, cords strung loosely about, and poor housekeeping. Be aware of and respect the hazard. Make the time to reduce the risk by removing the hazard. Good house keeping is every ones job. If you recognize a hazard, fix it. Keep walkways and stairs clear of tools, materials and other trip hazards. Trash is not only a trip hazard, it is a fire hazard. Hoses, air lines and extension cords should never become a fixture across a walkway. If they must be there for more than a minute or two, secure them.

Use warning cones or ribbon to advise other workers of potentially hazardous areas. If it is necessary to leave multiple tools strewn across the floor, the level of awareness needs to be heightened. Poor lighting reduces your ability to notice a hazard. Good lighting is also important around high use areas such as entrances, stairways and loading docks. If lighting would prevent an injury, a string of portable lights is a cheap fix for the time being until permanent lighting can be installed.

Most of us don't think of slips, trips and falls as a serious threat to our safety but the statistics prove otherwise. Being aware of slip and trip hazards and respecting it is important. Make a conscious commitment to protect yourself from injuries.

When you cannot avoid walking on slippery surfaces, there are things you can do to make the job safer.

- Walk slower and more carefully the normal.
- Take smaller more compact steps so the soles of your feet will more completely contact the ground.
- Bend your knees a little as you walk.

Choose the best shoes for the conditions. (Do you hunt in "low bid tennis shoes ? No, so why would you work in low bid worn out foot wear.)

If you find yourself falling, free your hands of anything you are holding. Try to protect your head, spine and joints. Brace for the impact. Try to spread the point of impact over a large area and roll / move I with the direction of the force.

Slips, trips and falls do not have to happen. Take responsibility:

Correct the causes, raise awareness and use proper footwear.

Submitted by your Facilities Department

America Recycles Day

11.15.10

“AMERICA RECYCLES DAY”

Gallatin County and the Gallatin County Solid Waste Management Board is proclaiming November 15th as America Recycles Day.

“I Recycle” is the theme of Keep America Beautiful 2010 America Recycles Day (ARD), which takes place on November 15. Millions of Americans have pledged to increase their recycling habits at home and at work over the 13-year history of ARD, a nationally-recognized initiative dedicated to encouraging people to recycle more at home, at work, and on the go. (STAMFORD, Conn. (Sept. 23, 2010))

Participating in ARD 2010 is one way citizens can help raise awareness about the need to reduce waste by reusing, recycling, and buying recycled products. By signing the pledge you are re-new your commitment to recycling.

Gallatin County and the Gallatin Solid Waste Management Board are encouraging Gallatin County Employees to sign the pledge.

In Gallatin County, we urge all Gallatin County Employees to pledge to buy recycled-content products and to recycle

more items in Gallatin County’s Solid Waste Management District’s recycling programs.



<input type="checkbox"/>	I pledge to find out what materials I can and cannot recycle in my curbside recycling program.
<input type="checkbox"/>	I pledge to lead by example in my place of work or school by recycling.
<input type="checkbox"/>	I pledge to recycle my used batteries, cell phones and other electronic waste through a take-back program or e-waste facility near me.
<input type="checkbox"/>	I pledge to tell five friends that recycling is one of the easiest things they can do to reduce their carbon emissions.

Name: _____

Email: _____

Department: _____

Check out the America Recycles Day website at www.americarecyclesday.org



ATTENTION ALL EMPLOYEES

2011 OPEN ENROLLMENT

REMINDERS AND INFORMATION



- ◆ If you are NOT making any changes to your Health Benefit Plan, you do not have to re-enroll, you will remain in the same Plan. **However**, if you want to change your Pharmacy Plans, add or waive coverage for you and/or any dependents or if you want to elect the Medical Flex or Dependent Care Spending Accounts for 2011, you must enroll/re-enroll either on the Internal Web Page OR at an Enrollment Session.
- ◆ You may enroll/re-enroll on the Internal Web Page November 1st through November 30th.
- ◆ To enroll/re-enroll on the Internal Web page, go to HR Resources, 2011 Open Enrollment and then follow the directions!!

HIGH PLAN	
*W/ DISCOUNT PHARMACY	
Co-Pay %	80/20
O/P Max	\$1,500
O/P Max per Family	\$3,000
Deductible	\$300/600
Prescription %	80/20
(Generic) %	100
Rate	
Employee	\$543
EE/One Child	\$578
EE/Two Child	\$588
EE/Three Child	\$599
EE/Four Child	\$610
EE/Spouse	\$725
EE/Family	\$793
Includes Dental/Vision Coverage	



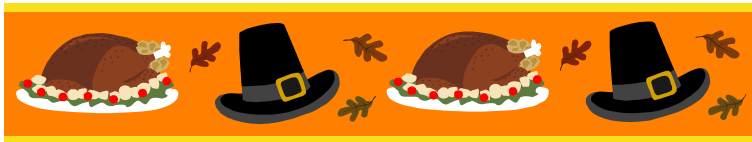
HIGH PLAN	
**W/ FULL PHARMACY	
Co-Pay %	80/20
O/P Max	\$1,500
O/P Max per Family	\$3,000
Deductible	\$300/600
Pharmacy Deductible	\$50
Rate	
Employee	\$543
EE/One Child	\$573
EE/Two Child	\$583
EE/Three Child	\$594
EE/Four Child	\$604
EE/Spouse	\$720
EE/Family	\$778
Includes Dental/Vision Coverage	

***Discount Pharmacy Plan:**

Prescriptions are purchased at a discounted rate.

****Full Pharmacy Plan:**

Deductible of \$50.00 per covered person per year in addition to the medical coverage deductible.



Co-Pay's for the Full Pharmacy Plan:

Generic Drug:	\$ 5.00
Brand Name:	\$25.00
Non-Formulary:	\$45.00

ENROLLMENT SESSIONS

<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
November 9 th	12:00pm – 4:00pm	1 st Security Bank on 19 th St. (basement)
November 10 th	7:00am – 12:00pm	Fairgrounds, Building #4
November 17 th	12:00pm – 4:00pm	Rest Home, Activity Room
November 18 th	7:00am – 9:00am	Road & Bridge Conf. Rm (205 Baxter Lane)
November 18 th	12:00pm – 4:00pm	Community Room (Courthouse)

2011 OPEN ENROLLMENT CONTINUED

FLEXIBLE BENEFITS PLAN REMINDERS

- ➔ Must re-enroll each year.
- ➔ Participants have until December 31, 2010 to use their current Flex Plan dollars. All claims must be filed by **February 28, 2011**.
- ➔ If you did not select Joint Processing, claim forms can be picked up in the Human Resource office or can be found on the web at www.allegianceflexadvantage.com.

SUPPLEMENTAL COVERAGE

- ~A voluntary Informational Session will be held November 9th, 10:00-11:30am at the 1st Security Bank on 19th Street (basement).
- ~Unum, Nationwide and Western States (Personal Auto & Homeowners insurance discounts) will be presenting.
- ~Unum, Nationwide and Western States will also be available at the Enrollment Sessions to answer any questions.

*PERS/SRS

Representatives will also be available at the Enrollment sessions to answer any questions you may have regarding your Retirement benefits.

**ALL paperwork or enrolling on the Internal Web Page
must be completed and/or
returned by 5:00 P.M. on November 30, 2010!**

NO EXCEPTIONS!!